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SEP 3 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Increase in Ceiling of Office of Communications

1. The attached memorandum (Tab A) from the Office of Communications has the concurrence of the Budget Division (Tab B). Classification and Wage Division has concurred orally.

2. The Office of Communications requests an increase in ceiling of nine slots in order to permit an increase in the permanent on duty strength of the Signal Center. The 7/1 slots which are to be filled under the proposed ceiling increase are: 11144.03, 11144.04, 11144.05, 11144.06, 1137.02, 1137.03, 1137.04, 1137.05, 1137.06. Budget Division indicates, in Tab B, that funds are available in the Commo operating budgets for both fiscal year 1955 and 1956. Vouchered funds will be used to permit the increase.

3. The proposed increase in ceiling for the Signal Center is necessitated by the following factors:

a. An increase in cable traffic in the first 10 months of fiscal year 1954 of [REDACTED] groups over the same period in FY 1953. This represents a 44 increase in volume.

b. A 16% increase, during the same period, in high precedence cable traffic. High precedence cables require handling by a greater number of Signal Center personnel than more routine cables, since such cables are accorded individual treatment.

c. Increased special traffic.

d. Increased teleconference activities and increased intelligence dissemination duties.

e. Need for additional personnel to fill in for personnel on leave and for personnel rotated overseas.

h. In order to handle these problems, Signal Center has been required to draw upon personnel performing other Commo duties, thus causing problems in other parts of Commo.

5. It is recommended that the requested increase in the office of Communications ceiling of nine slots be approved.

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6. Since the expansion of Signal Center is necessitated by a significant increase in cable processing support provided for the Agency, it is recommended that you ask the Director to release the nine personnel ceiling slots from his reserve. For your convenience, we are attaching a memorandum for your signature.


  
Chief, Management Staff

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ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of Budget Div.
- Tab C - Memorandum

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*Deputy (Gen. Cabell)*  
The Acting Director has given verbal approval to the increase in the ceiling of the Office of Communications by nine (9) positions, from a total of 

Please adjust your records accordingly.

*15/*  
L. E. SMITH  
Deputy Director  
(Administration)

*13 Sept 57*  
Date

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